

INTELLOFAX Sources

by [REDACTED] 25X1A9a

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1. ORE Instruction 31-47, 15 July 47, sub: Functions of the Reference Center, ORE, pages 3 and 4. S. File: OCD History Documents 1946-59 Job: 58-98/4

2. Memo, Acting Chief, Reference Center, ORE to Chief, Central Index, 7 July 47, sub: Establishing Central Indexing and Filing Procedure. U. File: Chrono 1946-47 Job: 58-98/4

3. ORE Instruction, File: op. cit., (1, above)

25X1A5a1⁴. Memo, Chief, Central Index to AD/CR, 29 July 48, sub: Request for Travel to [REDACTED] U. File: Machine Division 1947-54 Job: 58-98/3

25X1A5a1 5. Memo, Chief, Index Division to Chief, Machine Methods Branch, 14 Jan 49, sub: Report on Inspection of Progress of Special Equipment being [REDACTED] C. File: Op. cit. (4, above)

25X1A9a 6. Memo, [REDACTED] to Chief, Management Staff, 18 Oct 49, sub: Contract with [REDACTED] Inc. File: op. cit. (4, above)

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7. Memo, [REDACTED], 1 June 51, sub: Faxcard Equipment. U. File: Op. cit., (4, above)

8. The Office of Collection and Dissemination (OCD), 29 Nov 51, page 6. S. File: DD/I 1951-52 Job: 58-98/2

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9. [REDACTED] File: Op. cit., (2, above)

10. Reference Center Library Monthly Status Report, 28 June-28 July 1947 S. File: Library 1947-48 Job: 58-98/1

11. Intelligence Documents Division (Library) Monthly Status Report 28 Aug-28 Sept 47. S. File: Ibid.

12. Memo, Chief, Central Index to AC/Reference Center, 8 Sept 47, sub: Scientific Section New Subject Classification. U. File: op. cit. (4, above)

13. Master Copy of Intelligence Subject Code, March 1948. U. File: Intellofax Historical Files in CRS, ISG.

14. Analysis Branch Archival Folder--Area Codes. File: Intellofax Historical Files in CRS, ISG.

15. Procedure for Establishing Area Intellofax File, 7 Sept 50. U. File: Procedure Manuals Intellofax Historical Files in CRS, ISG

16. Area Underlining, 23 Feb 54. C. File: op. cit., (15, above)

17. Procedure Manuals File: op. cit., (15, above)

18. Archival Folder-Source Locators File: op. cit. (14 above)

19. Memo, Ex AD/CD to Management Office, 31 Oct 49, sub: Proposed Administrative Instruction regarding Central File of Abbreviations. U. File: Management Office 1949-51 Job: 58-98/2

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20. Abbreviations of [REDACTED] and International Organizations of Intelligence Interest CD # 13, 1954 and CR/6, 1956.
File: CRS Historical Files
21. Memo, AD/O to Asst. Ex. Dir, 19 May 47, sub: Organization of Office of Operations. C. File: Office of Operations 1947-50 Job: 58-98/2
25X1A7b
22. Monthly Status Report, 28 Aug-28 Sept 47. File: op. cit. (10, above)
25X1A7b
23. [REDACTED] Indexing 1947-53 Job: 58-98/1
24. Memo, AC/Intelligence Documents Division (Library) to Chief, FBIB, 29 Oct 47, sub: Announcement to [REDACTED] Recipients. U.
File: Ibid 25X1A7b
25. Memo, Chief, Analysis Branch to Chief, CIA Library, 22 Jan 52.
sub: Indexing of FBID Daily Report. U. File: Ibid
26. Operating Memo- Central Index, 12 May 48, sub: Index Cards for OO/B Reports, Interim Procedure for Processing of. U. File: op. cit. (4, above)
27. Memo, Chief, Library to AD/CR, 10 Nov 48, sub: Classification and Indexing of CIA Library Documents, Status of. C. File: op. cit. (10, above)
28. OCD Statistical Reports 1947-52 File: Reel No. 1 Job: 58-98/4
29. OCD Statistical Reports. File: Ibid
30. Procedure Manuals. File: op. cit. (15, above)
31. Ibid
32. Intellofax Chronology File: Appendix B (this history)
33. Procedure Manuals File: op. cit. (15, above)
34. Memo, C/DD, Ly, and MD to AD/CR, 18 Mar 60, sub: Elimination of Flash Entries in Intellofax System. CIA Internal Use Only. File: Library 1959-60 Job: 64-341/3
35. Memo, AD/CD to Chief, COAPS, 4 Dec 49, sub: Coding and Abstracting. Attachment: Central Reference Facilities. Status and Facilities. File: Chrono 49 Job: 58-98/4
36. Memo, C/MDD and CIA Librarian to AD/CR, 30 Nov 47, sub: Comments on Management's Proposals Relative to Abstracting and Coding of Intelligence Information. S. File: Library 1949-51 Job: 58-98/1
37. Statistical Reports File: op. cit. (28, above)
38. Ibid
39. Intellofax Chronology op. cit. (32, above)

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40. Report, 20 Feb 50, sub: Analysis of Batch System, 1 Sept 49 to 31 Jan 50. C. File: Management Office 1949-51 Job: 58-98/2
41. Procedure for Use of Multilith Mats in Controlling and Indexing Currently-Received Intelligence Documents. 13 Dec 48. C. File: op. cit. (4, above)
42. Machine Division Intellofax Procedures 1949-55. File: Intellofax Historical Files ~~in~~ CRS, ISG.
- 25X1A9a 43. Memo, Librarian to [REDACTED] 6 Apr 51, sub: Techniques and Methods. U. File: op. cit. (36, above)
44. Memo, C, CIA Library to AD/CD, 20 July 51, sub: Status Report, CIA Library Microfilm Program. C. File: op. cit. (36, above)
- 25X1A9a 45. Memo, C, CIA Library to AD/CR, 16 Oct 51, sub: CIA Library Services. S. File: op. cit. (36, above)
46. Memo, [REDACTED] to Acting DD/A, 15 Oct 53, sub: Microfilm Program of the Office of Collection and Dissemination. S. File: DD/A 1952-53 Job: 58-98/2
47. Ibid
48. O.C.D. Topics to be Discussed in CIA Budget Hearings, 22 Oct 53. S. File: Chrono 1953. Job: 58-98/4
49. Memo, AD/CD to Chief, Contracts Branch, P & SO, 20 Nov 53, sub: Request for Purchase of Photostat Copy-Card Filmsort Type Machine. C. File: Ibid
50. CIA/CR 25-3, Dec 59. Reference Aid on Machine Support Services. C. File: CRS Historical Files
51. Intellofax Chronology File: op. cit. (32, above)
52. OCR Annual Report for FY 1959. 20 Aug 59. S. File: Annual Reports 1958-64. Job: 68-487/2
53. Memo, Chief, Analysis Branch to Chief, CIA Library, 17 Nov 51, sub: Trip to New Yrk, Nov 13-14, 1951. U. File: op. cit. (36, above)
- 25X1A9a 54. Prospectus for Index to Intelligence Periodicals, Oct 52. S. File: Library 1952. Job: 58-98/1
55. Memo, [REDACTED] to CIA Librarian, 5 June 56, sub: Staff Study: Justowriter Production of Intelligence Publications Index Entries. CIA Internal Use Only. File: Library 1955-57 Job: 60-139
56. Library Consultants Survey 1957. Job: 63-9

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57. CODIB-D-22, 12 Dec 58, sub: Intelligence Publications Index
OUO. File: CODIB 1958 Job: 64-341/2
58. Memo, EXA, CR to D/CR, 16 Nov 66, sub: Identification of
Positions to be Eliminated. C. File: Chrono 1966. Job: 68-487/2
59. OCR Instruction CR 1-4, 23 Sept 66, sub: Document Systems Group. S.
File: Reorganization-Document Systems Group Job: 68-487/2
60. Minutes of IAC Librarian., 11 Feb 53. C. File: Library 1953.
Job: 58-98/1
61. Memo, G-2 Librarian to CIA Librarian, 4 Dec 52, sub: Services
Available from CIA to G-2. Restricted. File: op. cit. (54, above)
62. The Air Force Intelligence Library Reference System, 23 Dec 53.
C. File: DD/I 1953 Job: 58-98/2
63. Procedure Manuals File: op. cit. (15, above)
64. Memo, Chief, MD to C/ Operations Staff, 3 Aug 56, sub: Services
Rendered to Outside Agencies. U. File: Policy 56 & 57 Job: 60-139
65. AHIP-M-7, 1 Aug 55, C. File: AHIP 1955-56 Job: 64-341/1
66. AHIP-A-9, Attachment AHIP Working Paper-1, 15 Aug 55. C. File: Ibid
67. Moreau to Members of AHIP, 26 Sept 55, sub: Proposed Plan for
an Integrated Documentation System. C. File: Ibid
68. AHIP-H-25, 19 June 56. C. File: Ibid
69. AHIP-M-28, 16 Aug 56. C. File: Ibid
70. Working Group on the Intelligence Subject Code (WGISC) Minutes.
1957. Job: 60-139
71. CODIB-M-13, 9 June 59. C. File: CODIB 1959 Job: op. cit. (57, above)
72. Intelligence Subject Code 1960. File: Intellofax Historical File,
CRS, ISG.
73. Ibid
74. Memo, C/DD to AD/CR, 1 May 62, sub: Use of Air Force Coding for
Intellofax Input. C. File: Document Division 1962-63. Job: 65-413
75. Ltrs. from Joseph T. Bartos, State/INR to Paul Borel and [REDACTED] 25X1A9a
25X1A9a [REDACTED] 21 Apr 58 and 20 Mar 59. U. File: State Department Job: 61-416

76. Memo, AD/CR to Project Review Committee, 25 Aug 55, sub: Minicard Project. C. File: DD/I 1955 Job: 60-139
77. Memo, AD/CR to Maj Gen Millard Lewis, DDI/USAF, 17 May 55, sub: CIA Participation in Air Force's Minicard Contract. C. File: Chrono 1954-55 Job: 60-139
78. Memo, DAD/CR to AD/CR, 22 Dec 58, sub: Minicard Test. C. File: Chrono 1958 Job: 60-548
79. Memo, DAD/CR to Indexing Staff (by name), 11 Apr 60, sub: Commendation. OUO. File: Chrono 1960 Job: 64-341/3
80. Task Team No. 12/4 File: Task Team Reports 1958. Job: 63-9
81. Memo, Chief, ADG to DAD/CR, 1 pr 60, sub: Minicard Test Project. C. File: Minicard Folder Job: 64-341/3
82. Memo, DAD/CR to AD/CR, 8 Apr 60, sub: Final Report on Minicard Test. C. File: Ibid
83. Memo, DD/I to Project Review Committee, 18 Apr 60, sub: Minicard. C. File: Ibid
84. CODIB-D-23/1, 30 June 60, sub: CIA/OCR Minicard Test. C. File: Ibid
85. Machine Division Summary of Personnel, Equipment Requirements and Costs in Calendar 1959. File: Machine Division 1959. Job: 61-416
86. Memo, Inspector General to DCI, 27 Mar 61, sub: The OCR Minicard Project. S. File: op. cit. (81, above)
87. Memo, DD/I to DCI, 3 May 61, sub: OCR Minicard Project. C. File: op. cit. (81, above)
88. Memo, [REDACTED] Weeks to C/DD, MD, Library, and ADG, 20 May 60, sub: Intellofax System. C. File: Intellofax Reference Group Job: 64-341/3
89. Memo, [REDACTED] (Acting Librarian), [REDACTED] 25X1A9a to AD/CR, 24 Aug 60, sub: Intellofax System. C. File: Chrono 1960 Job: 64-341/3
90. Procedure Manuals. File: op. cit. (15, above)
91. 2-and 3-Tag Dictionaries. File: Intellofax Historical Files, CRS, ISG.
92. Memo, C/Analysis Branch to C/MD, 3 June 66, sub: Rearrangement of pre-1960 Intellofax Cards on Far East. U. File: Document Division 1966 Job: 68-487/2

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93. Memo to AD/CR, Tab A. op. cit. (88, above)
94. Memo, C,DD to C, Analysis Branch, 1 Sept 60, sub: Use of Revised ISC, Modification of Intellofax System, and Discontinuation of the Coding of Finished Intelligence: Enclosure 3: Three Phase Training Program to Implement the New ISC. C. File: op. cit. (88, above)
- 25X1A9a 95. Memo, [REDACTED] to AD/CR, 13 Jan 61, sub: Renaming the Composite Group. OUO. File: op. cit. (88, above)
96. Memo for DD/I and DD/P Analysts, 2 Aug 61, sub: Intellofax Reference Questionnaire. C. File: op. cit. (88, above)
- 25X1A9a 97. Memo, [REDACTED] to AD/CR, 7 Nov 61, sub: Intellofax Reference Questionnaire, Response to. C. File: op. cit. (88, above)
98. Meeting of OCR Operating Committee, 15 July 63. C. File: OCR Operating Committee Minutes 1962-63 Job: 66-496
99. Memo, AD/CR to Project Review Committee, 14 Mar 60, sub: Electrostatic Printing. OUO. File: [REDACTED] Job: 68-487/2 25X1A2g
- 25X1A9a 100. Memo, [REDACTED] to AD/CR, 13 Mar 63, sub: Progress Report on [REDACTED] Equipment in OCR and Related Matters. C. File: Ibid
- 25X1A2g 101. Memo, Chairman, [REDACTED] Committee, 30 Jan 64, sub: Status of [REDACTED] Program. S. File: Ibid
- 25X1A2g 102. Memo, [REDACTED] to Borel, 25 Jul 63, sub: Status of [REDACTED] Project. 25X1A2g S. File: Ibid
- 25X1A9a 103. Procedure Manuals. File: op. cit. (15, above)
- 25X1A2g 104. Memo, Chairman [REDACTED] Committee to C/DD,MD, and Library, 10 Oct 63, sub: Appointment of Study Groups for [REDACTED] Project. S. File: op. cit. (99, above) and Memo, Chairman [REDACTED] Committee to AD/CR, 21 Jan 64, sub: Control Numbers for Information Reports. S. File: Ibid 25X1A2g
105. CODIB-D-78, 7 Mar 61, sub: Common Format for State Department Foreign Service Reporting and Related Problems. C. File: CODIB 1961 Job: 64-341/2
106. CODIB-D-110, 14 May 64, sub: CIA/OOB Information Reports. OUO. File: CODIB 1964 Job: Ibid
107. Memorandum of Agreement-CIA Library, MD, and DD, 5 Nov 62. CIA Internal Use Only. File: Library 1962-63 Job: 65-413
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108. Memo, [REDACTED] to [REDACTED] Committee to [REDACTED] 28 Feb 63, sub: Source Card File, S. File: op. cit. (99, above)

109. Op. cit. (100, above)
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110. Memo, [REDACTED] to CIA Librarian, 27 May 63, sub: Proposal for Use of Uncut IBM Cards in Source Card File, C. File: op. cit. 99, above)
111. Memo, Staff Assistant to CIA Librarian, 7 Oct 64, sub: Substantive Modification of the Source Card File. S. File: Ibid
- 25X1A2g 112. Memo, Chairman [REDACTED] Committee to AD/CR, 22 Sept 64, sub: Status
25X1A2g of [REDACTED] Proposal-Final Report. S. File: Chrono 1964. Job: 66-496
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25X1A2g sub: [REDACTED] Quality Control. C. File: op. cit. (99, above)
114. Memo, [REDACTED] to Acting AD/CR, 10 Mar 65, sub: [REDACTED] System Performance.
S. File: Ibid 25X1A2g
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116. Improving Document Retrieval System, Meeting, 28 Mar 62. OUO
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117. OCR Annual Report FY 1964. File: op. cit. (52, above)
118. Memo, Acting AD/CR to Project Review Committee, 30 Mar 60,
sub: Videograph Reproduction System. OUO File: op. cit. (89, above)
119. Memo, Acting AD/CR to Director of Logistics, 20 Nov 61, sub:
Videograph Contract XG-2310. C. CIA Internal Use Only. File: Chrono
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- 25X1A2g 120. CHIVE/R-3-65 Vol. VI. Document Delivery System, 1 Mar 65. S.
File: [REDACTED] Historical File
121. Memo, Acting AD/CR to DD/I, 7 June 65, sub: Document Delivery
System. S. File: Chrono 1965 Job: 67-515
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Final Recommendation. Attachment. S. File: Chrono 1966 Job: 68-487/2
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123. Memo, [REDACTED] to D/CR, 11 Jan 67, sub: Recommendation-Document
Delivery System. S. File: Chrono 1967 Job: 69-592
124. Intellofax Requests Levied by Department of Defense Consumers
During 1966 and 1967. S. File: OCR Surveys in 1967. Job:
Intellofax Historical Files, CRS, ISG.
125. Memo, DD/I to Director, DIA, 31 Mar 67, sub: Reduction in Intelligence
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127. Memo, D/CR to DD/I, 14 Apr 67, sub: Re-examination of OCR's Role. Attachment A. Summary of User Requirements. File: op. cit. (123, above)
128. Intelligence Material Received, Processed, and Disseminated in OCD/OCR, 1949-57. S. File: OCR Yearly Statistical Tables 1947-57 Job: 58-98/4; OCD Monthly Reports 1948-54 File: Reels 1, 2, and 3. Job: 58-98/4; OCR Annual Reports 1958-65. S. Job: 68-487/2; OCR Non-Codeword Storage and Services Program. The Intellofax System, 22 Sept 66. S. File: OCR Non-Codeword Storage and Services Program Job: 68-487/1; OCR Surveys in 1967 Job: op. cit. (124, above)
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131. CRS Document and Pictorial Services Division, May 1973
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